

Application for Wedding Service on Council Land
General Local Law 2 – Part 5 – Section 116.1

Applicant's Name: _____

Address: _____

Email: _____

PH: (BH) _____ (AH) _____ (FAX) _____

Location of Wedding: _____

(If wedding location at Botanical Gardens please specify exact location on attached map)

Please note Colac Otway Shire does not manage beach and foreshore areas within the Colac Otway Shire, these location enquiries need to be made to the Otway Coast Committee PO Box 146 Apollo Bay VIC 3233.

PLEASE NOTE: THAT A REQUIREMENT OF THIS APPLICATION IS TO HAVE PUBLIC LIABILITY INSURANCE COVER IN PLACE

Public Liability Insurance for Colac Otway Shire Facilities Only application. This form must be completed and accompany the Application for Wedding.

Date & time event is to be held:

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Will liquor be consumed at the event? Yes No

Will this event involve a road closure? Yes No

If yes, it will be necessary to discuss your application with the Local Laws Department, contact (03) 5232 9400

Applicant's Signature: _____ Date: _____

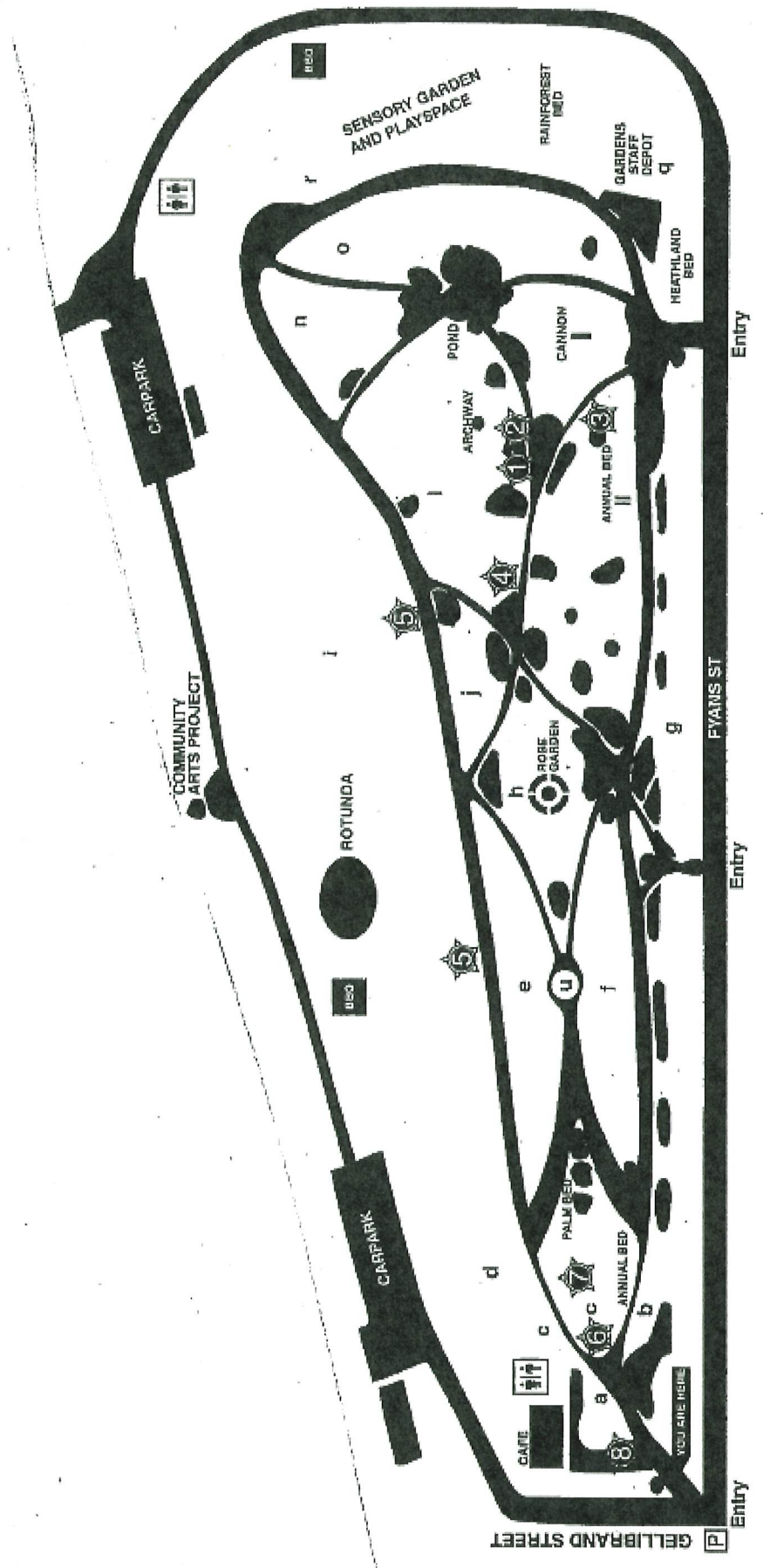
**OFFICE USE ONLY: Wedding application (\$60.00) plus insurance (\$25.00)
Total Fee Payable \$85.00**

Receipt: _____ Date Paid: _____

DECLARATION:

The Colac Otway Shire Council collects personal information to levy rates, issue permits and licences, and provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed on to third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details, or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.

Colac Botanic Gardens Map





Colac Otway
SHIRE

Public Liability Insurance

For Colac Otway Shire FACILITIES Only

HIRER

NAME _____ CONTACT NO: _____

ADDRESS _____

FACILITY

DATE OF HIRE: ____/____/____ TO ____/____/____

NAME OF FACILITY _____

FUNCTION OR PURPOSE OF HIRE:

- Wedding 18th 21st Ball
 Cabaret Funeral Other _____

WHICH IS:

- Function with **less** than 20 People Function with **more** than 20 People
 Function with **NON** Alcoholic drinks Function with **Alcoholic** drinks

NOTE: THIS POLICY DOES NOT PROVIDE COVERAGE FOR ANY EVENT WHICH; IS A SPORTING ACTIVITY, HAS MORE THAN 1,000 ATTENDEES, IS PART OF A FESTIVAL OR IS A ROCK CONCERT.

TOTAL OF PREMIUM \$25.00

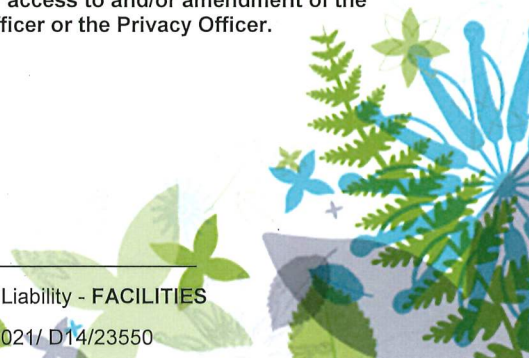
SUBJECT TO \$500.00 EXCESS EACH AND EVERY LOSS

Upon the payment of the prescribed premium and completion of this form your liability as hirer is indemnified up to \$20,000,000

In the event of any claim, or the happening of any circumstances which may give rise to a claim, you must advise the **Risk & OHS Coordinator of the Colac Otway Shire on 5232 9400 immediately.**

ON BEHALF OF HIRER/HIRING GROUP _____ DATE: ____/____/____

The personal information requested on this form/document is being collected for our Insurer Jardine Lloyd Thompson. The personal information will be used solely by Council for the primary purpose for which it was collected or a purpose the person would reasonable expect. The person providing the information understands that the personal information provided is for the purpose of obtaining Public Liability Insurance coverage and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to the responsible officer or the Privacy Officer.





PART A Hirers of Council Owned or Controlled Facilities

INSURED	Various Hirers of Council Owned or Controlled Facilities (not otherwise insured)
BUSINESS	Activities conducted at and from the hired facility
INTEREST INSURED	All sums which the Insured shall be legally liable to pay to third parties by reason of: <ul style="list-style-type: none"> • Death or Personal Injury • Loss or Damage to Property happening during the Period of Insurance and caused by an occurrence in connection with the Business.
SITUATION AND/OR PREMISES	At and from the Council Owned or Controlled Facility
LIMITS OF LIABILITY	<p>General Liability \$20,000,000 any one occurrence</p> <p>Products Liability \$20,000,000 any one occurrence and in the aggregate any one Period of Insurance</p>
SUB-LIMITS OF LIABILITY	Property in Your Physical or Legal Control \$100,000 any one occurrence and in the aggregate for any one Period of Insurance
DEDUCTIBLE/ EXCESSES	The insured shall bear the first \$500 of each and every claim or series of claims arising out of any one Occurrence.
NOTES	<ul style="list-style-type: none"> ▪ Indemnity is only provided to the hirer of the facility. Indemnity is not provided to any other participants/performers/contractors that may be involved in the hire activity (e.g.: A band engaged for a wedding reception). Hirers should ensure these other parties have in place their own Public Liability insurance. ▪ Hires that will involve attendance of more than 1,000 are not automatically covered. Coverage needs to be confirmed – Refer to the Risk & OHS Coordinator. These may be subject to an additional premium as determined by the insurer. ▪ The hire activity is limited to a maximum period of five (5) consecutive days. Coverage for longer periods may be available. – Refer to the Risk & OHS Coordinator. An additional premium may be required by the insurer for longer periods. ▪ There is no coverage available where the hire is part of a festival/event. The event organiser should be required to effect their own insurance. ▪ There is no coverage available to commercial entities that hire the facility and charge admission or derive monetary gain from the actual hire activity. There is no problem in covering commercial entities for hire activities where there is no monetary gain derived from the actual hire activity. There is also no problem in covering Not For Profit (NFP) entities who may charge for fund raising purposes. ▪ There is no coverage for rock concerts.

